

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOT07811077</u>	DATE POSTED: <u>11/16/15</u>
POSITION NO: <u>243594</u>	CLOSING DATE: <u>12/01/15</u>
POSITION TITLE: <u>Office Aide</u>	
DEPARTMENT NAME / WORKSITE: <u>NDOT / Department of Highway Safety / TseBonito, NM</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB54A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>17,097.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : <u> </u> \$ <u>8.22</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> <u> </u>

DUTIES AND RESPONSIBILITIES:

Performs strong customer service objectives including front office receptionist work including; answering telephone calls, scheduling presentations for the Education Staff, typing routine documents including financial documents including purchase requisitions, RDPs, travel authorizations, etc. Maintain inventory listing for Staff. File reports acquired from the Staff. Assists GIS Section Staff with project folders, data collected, map requests from community/chapter houses and track progress with the Staff. Runs errands for staff to the appropriate Departments, Entities, Organizations, etc. as requested by Staff.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

Preferred Qualifications:

- High School Diploma or GED.
- Some experience in the use of personal computers.
- Six (6) months experience in basic clerical and office support work.

Special Requirements:

- A favorable background investigation is required.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Microsoft Office Software. Knowledge of computers (desktop/laptop) and training equipment such as power point projectors)
Certified Child Passenger Safety Technician. Public Speaking Skills.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.